



Job Description – School Facilities Manager (Middle School Campus)

The School Facilities Manager is a full-time, salaried position with a 12-month work schedule, beginning July 1, although start date is negotiable. The School Facilities Manager will report to the Director of School Operations.

Position Overview

The School Facilities Manager is responsible for overseeing the maintenance and operation of our middle school campus. The Middle School Campus consists of 14 classrooms, administrative offices, and associated facilities. The ideal candidate will be responsible for ensuring the efficient and effective functioning of all physical aspects of the campus, promoting a safe and conducive learning environment for both students and staff.

Duties and Responsibilities

The School Facilities Manager's essential duties and responsibilities are as follows:

- Conduct regular inspections of the middle school building to identify and address maintenance needs promptly.
- Coordinate and oversee routine maintenance, repairs, and renovations as necessary.
- Oversee the efficient use of classroom and office spaces, coordinating with school administration for any rearrangements or special setups as required.
- Maintain an inventory of all equipment, furniture, and fixtures within the middle school campus.
- Coordinate repairs, replacements, or acquisitions as needed.
- Ensure compliance with safety regulations and protocols, implementing measures to enhance campus safety for students, staff, and visitors.
- Develop and implement emergency response plans, coordinating drills, and ensuring the availability of necessary resources for crisis situations.
- Collaborate with the school administration in the development and management of the facilities budget, ensuring cost-effective solutions while meeting operational needs.
- Liaise with external vendors and contractors for facility-related services, ensuring timely completion of projects within budgetary constraints.
- Ensures that the facility is clean throughout the school day.

Qualifications

- Proven experience in facilities management, preferably in an educational setting.
- Excellent communication and interpersonal abilities.
- Knowledge of safety and environmental regulations.
- Familiarity with budget management and cost-control principles.

Strong candidates will also embrace the school's organizational values:

- The tenets of classical, liberal arts education
- Community and partnership in the common pursuit of forming intelligent, virtuous citizens
- Excellence in teaching and learning
- The virtues we aim to teach our students: prudence, justice, fortitude, humility, gratitude, perseverance, and compassion

Compensation, Benefits and Hiring

Pay is competitive and commensurate with experience and qualifications. Benefits offered for full-time employees include health benefits, paid vacation, personal days, paid holidays, and SERS retirement plan with employer contribution. Children will receive enrollment priority if a parent is a full-time employee at the time of enrollment. All employees will be required to pass background checks.

Application Process

Staff applicants must submit the following in a single email to the attention of the Job Search Committee at careers@cincyclclassical.org:

- Cover letter. (Please tell us how you learned about Cincinnati Classical Academy and indicate your salary requirements.)
- Resume/curriculum vitae
- Three professional references. Please include email address and phone number for each reference.